

INSTRUCTIONS FOR REQUESTING REIMBURSEMENT OF OVERNIGHT EXPENSES

1. Accurately complete worksheet – Itemized Schedule of Interpreter Travel Expenses. Work sheet must include name, phone, and signature of AOC staff member approving invoice.
2. Mileage reimbursement rate is \$.41 per mile. If claiming reimbursement for actual mileage or map miles, mileage must be itemized by each day of travel if trip is repeated. (See Map Miles next page)
3. Maximum allowance for odometer reading is 30 miles per trip over map miles.
4. The standard per diem rate is \$85.00 per 24 hour period including lodging and meals. If you are required to stay in Santa Fe, the per rate is \$135.00 including lodging and meals.
5. You may either claim the per diem rate or request reimbursement for actual expenses, but you cannot combine the two, e.g., first 24 hour period – per diem rate, second 24 hour period – actual with receipts.
6. Actual expenses for meals are limited to a reimbursement maximum of \$30.00 per 24 hour period. Keep all receipts for reimbursement. Items not approved for reimbursement are: liquor, movie rentals, personal phone calls, and parking tickets. Accordingly, you must include an itemized receipt along with the credit card receipt if not paying with cash. If the establishment does not provide printed receipts, please ask for a written receipt indicating what was purchased.
7. Attach receipts with scotch tape on an 8.5" x 11" sheet of paper. **Do not write on receipts and do not tape over any of the print on the receipt. (See Sample)**
8. Gratuities (tips) may be reimbursed up to \$6.00 per day (not to exceed 20% of any individual purchase) in addition to the \$30.00 maximum.
9. If meals exceed \$30.00 per day or tips exceed \$6.00 per day, entire amount spent must be accompanied by receipts, even though you will only be reimbursed \$30.00 plus \$6.00 for tips per day.
10. If your last day of travel is less than an 24 hour period, you may request reimbursement as follows. No reimbursements for actual expenses during this partial day of travel will be granted. (See Sample)

Per Diem	Tips
For 2 hours but less than 6 hours: \$12.00	\$2.00
For 6 hours but less than 12 hours: \$20.00	\$4.00
For 12 hours or more: \$30.00	\$6.00

Attachments:

Map Miles Chart

Proper Submission of Receipts

Sample Worksheet - Itemized Schedule of Interpreter Travel Expenses

New Mexico Map Miles Guide

	ELEVATION IN FEET	Alamogordo	Albuquerque	Artesia	Carlsbad	Clayton	Clovis	Deming	Farmington	Gallup	Hobbs	Las Cruces	Las Vegas	Lordsburg	Los Alamos	Portales	Raton	Roswell	Santa Fe
Alamogordo	4,335	—	207	110	146	346	227	127	389	327	187	68	239	187	255	208	345	117	221
Albuquerque	5,000	207	—	239	275	273	219	233	182	138	315	223	123	282	93	227	224	199	59
Artesia	3,380	110	239	—	36	311	150	237	421	377	77	178	232	297	266	131	338	40	232
Aztec	5,650	384	177	416	452	371	396	410	14	136	492	400	258	444	188	404	304	376	194
Belen	4,800	177	34	246	282	307	227	199	216	150	322	189	157	248	127	235	258	207	93
Bernalillo	5,050	222	15	254	290	259	234	248	166	153	330	238	109	297	79	242	210	214	45
Carlsbad	3,110	146	275	36	—	346	178	267	457	413	69	208	268	327	302	159	374	76	268
Carrizozo	5,426	58	149	129	165	288	197	185	331	269	205	126	181	245	197	180	287	89	163
Chama	7,860	327	165	338	374	283	319	398	113	235	414	388	170	447	100	327	216	298	106
Cimarron	6,430	331	183	324	360	108	220	416	268	321	348	399	92	465	120	239	41	284	124
Clayton	5,050	346	273	311	346	—	168	473	376	411	296	414	150	533	228	187	83	271	214
Cloudcroft	8,650	19	220	91	127	359	226	146	402	340	168	87	252	206	268	207	358	116	234
Clovis	4,270	227	219	150	178	168	—	354	401	357	128	295	168	414	246	19	234	110	212
Deming	4,331	127	233	237	267	473	354	—	415	309	314	59	356	60	326	335	457	244	292
El Paso, Tex.	3,500	86	266	196	164	432	313	102	448	382	233	44	325	162	341	294	431	203	307
Espanola	5,590	246	84	257	293	209	237	317	174	222	333	307	39	366	19	245	142	217	25
Estancia	6,100	153	54	201	237	262	182	244	236	192	277	221	112	293	102	190	218	161	68
Farmington	5,395	389	182	421	457	376	401	415	—	122	497	405	263	418	193	409	309	381	195
Ft. Sumner	4,060	195	159	124	160	193	60	322	341	297	177	263	108	382	186	68	214	84	152
Gallup	6,510	327	138	377	413	411	357	309	122	—	453	339	261	296	231	365	362	337	197
Grants	6,460	267	78	317	353	351	297	289	182	60	393	279	201	338	171	305	302	277	137
Hagerman	3,420	129	223	19	55	295	134	256	405	361	92	197	216	316	250	115	322	24	216
Hatch	4,055	101	186	211	245	448	328	47	368	302	288	37	309	107	279	309	410	216	245
Hobbs	3,625	187	315	77	69	296	128	314	497	453	—	255	285	374	342	109	362	116	308
Hurley	5,700	165	235	275	305	497	392	38	409	287	352	97	358	59	328	373	459	282	294
Las Cruces	3,896	68	223	178	208	414	295	59	405	339	255	—	307	119	316	276	413	185	282
Las Vegas	6,435	239	123	232	268	150	168	356	263	261	285	307	—	405	98	176	106	192	64
Lordsburg	4,245	187	282	297	327	533	414	60	418	296	374	119	405	—	375	395	506	304	341
Los Alamos	7,410	255	93	266	302	228	246	326	193	231	342	316	98	375	—	254	161	226	34
Los Lunas	4,850	187	24	256	292	297	237	209	206	140	332	199	147	258	117	245	248	216	83
Lovington	3,910	175	293	65	72	274	106	302	475	431	22	243	263	362	320	87	340	94	286
Magdalena	5,575	161	104	232	268	366	275	183	286	220	308	173	227	232	197	283	328	192	163
Mora	7,200	269	153	262	298	180	198	386	239	291	315	337	30	435	91	206	136	222	94
Mountzainair	6,495	154	78	202	238	274	183	221	260	194	278	211	135	270	125	191	241	162	91
Portales	4,010	208	227	131	159	187	19	335	409	365	109	276	176	395	254	—	253	91	220
Raton	6,640	345	224	338	374	83	234	457	309	362	362	413	106	506	161	253	—	298	165
Red River	8,750	327	165	338	374	148	260	398	250	303	388	388	114	447	102	279	81	298	106
Reserve	5,749	263	206	334	370	468	377	152	309	187	410	211	329	143	299	385	430	294	265
Roswell	3,570	117	199	40	76	271	110	244	381	337	116	185	192	304	226	91	298	—	192
Roy	5,900	315	199	292	328	89	149	432	339	337	277	383	76	481	174	168	85	252	140
Ruidoso	6,900	46	191	111	147	330	181	173	373	311	187	114	223	233	239	162	329	71	205
Santa Fe	7,000	221	59	232	268	214	212	292	199	197	308	282	64	341	34	220	165	192	—
Santa Rosa	4,600	176	114	169	205	170	105	303	296	252	222	244	63	363	141	113	169	129	107
Silver City	5,900	180	238	290	320	500	407	53	378	256	367	112	361	44	331	388	462	297	297
Socorro	4,617	134	77	205	241	339	248	156	259	193	281	146	200	205	170	256	301	165	138
Springer	5,800	306	190	299	335	83	195	423	293	328	323	374	67	472	145	214	39	259	13
Taos	6,965	291	129	302	338	162	246	362	214	267	363	352	78	411	66	254	95	262	78
Tierra Amarilla	7,460	312	150	323	359	268	303	383	124	246	399	373	155	432	85	311	201	283	9
Truth or Conseq.	4,260	137	149	247	282	411	320	85	331	265	324	75	272	134	242	308	373	217	201
Tucumcari	4,085	235	173	200	236	111	83	362	355	311	200	303	106	422	200	91	177	160	16
Tularosa	4,520	13	194	117	153	333	214	140	376	314	194	81	276	200	242	195	332	104	20
Vaughn	5,965	139	104	135	171	207	116	266	286	242	211	207	100	326	131	124	206	95	9

Samples: Receipts that are Acceptable

Applebee's Santa Fe
Neighborhood Grill & Bar
4246 Cerrillos Rd.
Santa Fe, NM 87505
(505) 479-7551

SAMUEL V TB#084
DATE: 03-02-04 TIME: 12:26 GUESTS: 2

1 WATER 0.00
1 CHIX BROO ALFRE 6.49
1 MORITA PERFECT 6.25

Check TOTAL: 14.74
TAX: 0.99

Total Due:

849
157
906
←

Duplicate # 1

Thank You for choosing Applebee's in
Santa Fe. We hope you enjoyed your
visit and would love to hear any
feedback you have. Feel free to drop
a comment card in the drop box by the
front door. I will respond to you.

WENDY'S
OLD FASHIONED HAMBURGERS
SANTA FE, NEW MEXICO

#124 OUT
1 SCHIV 99
1 CKN BLT 4.39
HONEY NS

TXTL .36
TOTL 5.74
CASH 20.00
CHNG 14.26

THANK YOU - VISIT AGAIN

REG1 D1
3583 11:50 #11 MAR.02'04 REG0001

FAMOUS WOK (505) 424-0860
VILLA LINDA HALL
SANTA FE NM 87505
DATE 03/02/2004 TUE TIME 12:26

2 COURSE CH 1.00 \$5.55
MED DRINK 1.00 \$1.00
SUB TOTAL \$7.13
2.00XITEMS \$0.45
TAX \$7.13
TOTAL \$8.00
CASH \$0.87
CHANGE \$0.00
CLERK: No. 042694 00000

ALBERTSONS
PREFERRED SAVINGS CARD

3/04/04 18:21 0987 02 0255 117

SIERRA MIST 1.19 B
CANDY 1.59 B
0.46 LB @ .59 /LB
WT BANANA YELLOW .27 B
**** TAX .20 BAL 3.25
DEBIT CARD 3.25
CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 3

SIGN UP AND SAVE!
ASK ABOUT THE ALBERTSON'S
PREFERRED SAVINGS CARD

ALBERTSONS. HELPING MAKE
YOUR LIFE EASIER.

WWW.ALBERTSONS.COM

[illegible]

		ITEMIZED SCHEDULE OF INTERPRETER TRAVEL EXPENSES		PAGE	DATE				
AGENCY NAME		New Mexico Administrative Office of the Courts		AGENCY CODE	218	VOUCHER NUMBER			
INTERPRETER'S NAME		CAR LICENSE NUMBER		RESIDENCE					
VENDOR CODE		CAR MODEL		CAR YEAR		After this form is completed and signed by interpreter and court contact, please transfer total expenses by category to NM Certification of Interpreter Services and Invoice			
TIME SHOW AM OR PM		CHARACTER OF EXPENDITURES		ODOMETER READINGS		AMOUNTS			
DATE	DEPARTURE	ARRIVAL	Enter Destination, Name of Court, Type of Proceeding and/or Case Number	ENTER START & FINISH	NO. OF MILES	MILEAGE	PER DIEM	MISCELLANEOUS	TOTALS
			Approved By:	TOTALS					
PER DIEM IS BASED ON (CHECK ONE)			Court Contact:	I,					
ACTUAL			Phone:	do solemnly swear that the above claim for reimbursement is just and true in all respects and complies with the DFA Regulations Governing the Per Diem and Mileage Act.					
APPROVED RATES			Signature of Court Contact						
Receipts must be attached if claiming parking, meals, hotel, or commercial travel; This schedule must have AOC Approval if submitted by an out-of-state interpreter.			Account: Jury Witness Fund	PAYEE SIGN HERE		DATE:			